



JOB ANNOUNCEMENT

ACCOUNTING ADMINISTRATOR I (SUPERVISOR)

FISCAL AND BUSINESS SERVICES

ACCOUNTING UNIT

FULL-TIME, PERMANENT POSITION

SAN FRANCISCO

The California Coastal Commission (Coastal Commission) is a small State agency that is charged with protecting coastal resources and managing coastal development in California. The mission of the Coastal Commission is to implement the Coastal Act and to provide for the balanced use of the coastal zone and to protect, restore, and enhance coastal and marine resources for the continuing benefit of current and future generations.

The Coastal Commission is seeking an energetic, self-directed, self-motivated individual to work in its Accounting Unit as its Chief Accounting Officer. The Accounting Unit is responsible for all of the accounting transactions of the Coastal Commission.

About the Position: Under the general direction of the Chief of Fiscal and Business Services, the Accounting Administrator I (Supervisor) is responsible for the entire accounting function including designing and implementing accounting procedures and controls; and is responsible for the coordination and supervision of all subordinate professional, technical and clerical accounting staff in the maintenance and reporting of accounting activities. Accurate, timely work is critical for this position. The Accounting Administrator I (Supervisor) must have strong organizational and supervisory skills, must be computer proficient, and must be able to work well under pressure with multiple deadlines. This position requires clear, accurate and professional communication with co-workers and with supervisors.

Desired Qualifications:

- Knowledge of accounting procedures and State rules and regulations.
- Accuracy with arithmetic and statistical records.
- Exemplary interpersonal, organizational and analytical skills.
- Good communication skill, both oral and written. Possesses the skill and training to interact with a diverse group of people. Able to communicate with all levels in the organization.
- Able to demonstrate and maintain a high regard for confidential and sensitive information.
- Able to work under tight timeframes and effectively manage multiple priorities.
- Knowledge of personal computer and software packages such as Microsoft Office (Word, Excel Access).
- Familiarity with CALSTARS (California State Accounting & Reporting System)

****** The Coastal Commission is scheduled to start using FI\$CAL (the State's new accounting system) in July 2017. Preparation stage will begin in July 2015.

Eligibility: Individuals who have successfully participated in the appropriate civil service examination for Accounting Administrator I (Supervisor) and are on the Accounting Administrator I (Supervisor) eligible list are encouraged to apply. Current or former State employees with transfer or reinstatement rights at the Accounting Administrator I (Supervisor) level may also apply. (Please note that in order to be eligible to transfer/reinstate, applicants **must** meet the minimum qualifications of the Accounting Administrator I (Supervisor) classification.) All applicants must clearly indicate the basis of their eligibility, including SROA, surplus, transfer, re-employment status, or list eligibility in the Examination or Job Title section on the State Application Form 678.

Please note that if you are not a current or former State employee and/or have not successfully participated in an appropriate civil service examination for Accounting Administrator I (Supervisor), you cannot be considered for this vacancy. If you wish to participate in the Accounting Administrator I (Supervisor) examination, please go to the California Department of Human Resources (CalHR) website at www.calhr.ca.gov.

SALARY: Accounting Administrator I (Supervisor) \$5,181 – \$6,437 per month

CONTACT: Pamela Wu, Chief of Fiscal and Business Services
(415) 904-5200

FILING: This position will be open until filled so it is important to file your application immediately. Applications will be screened and only those most qualified will be interviewed. All interviews will take place in San Francisco. No relocation expenses will be offered. Submit current resume and State Application Form 678 (put job title for this position in the Examination or Job Title section) to:

HUMAN RESOURCES OFFICE
CALIFORNIA COASTAL COMMISSION
45 Fremont Street, Suite 1930
San Francisco, CA 94105-2219
(415) 904-5430 / toll free: 1-866-831-2540
HumanResources@coastal.ca.gov

FOR MORE INFORMATION ABOUT THE COMMISSION, WHAT WE DO AND TO OBTAIN A STATE APPLICATION FORM 678, VISIT OUR INTERNET WEBSITE AT: WWW.COASTAL.CA.GOV. IF YOU HAVE QUESTIONS YOU MAY E-MAIL US AT HUMANRESOURCES@COASTAL.CA.GOV OR CALL THE ABOVE NUMBERS

Equal employment opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. It is an objective of the State of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

California Relay Service for the Hearing Impaired call 711